

SECRET

Executive Registry

11-3884

6 May 1959

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MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
From 1 - 30 April 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 12,081 IN cables, 4,840 OUT cables, 1,148 TD's and 882 miscellaneous items for a total of 18,951 work items for the month of April 1959. This represents a decrease of 49 items or .002% less than the 1958 monthly average of 19,000 work items.

b. Cables increased 221 or 1% over the 1958 monthly average of 16,700 cables. April 1959 total is 183 or 1% less cables than March 1959 and 428 or 3% more than April 1958.

c. TD's increased 26 or 2% over the 1958 monthly average of 1,122 TD's.

d. We processed an average of 758 cables, Monday through Friday, 465 on Saturday and 102 on Sunday.

e. 944 cables or 5% of all cables processed were forwarded to the Director as compared to 961 or 5% for March 1959.

2. Personnel

We are still three short of our ceiling strength of [REDACTED] Last month we [REDACTED] one Clerk Typist, transferred OC. The Office of Personnel is aware of our shortage and are doing all they can to keep us fully staffed.

3. General

a. The DD/I review of one days incoming traffic for April was made by [REDACTED] on 28 April 1959. He found two cables of interest to DD/I which we failed to disseminate to or suspend for DD/I.

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b. Arrangements have been made to provide a room next to the Cable Secretariat for the DD/P Intelligence Watch Officer. The target date for the Watch Officer to begin operations is understood to be 1 June 1959.

c. The practice of the Cable Secretariat in placing intelligence cables (other than those received in a one-time-pad system) on a TD form with a cable cover sheet is working well and shows promise of becoming a real factor in expediting the flow of intelligence reports to the Intelligence Community.

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d. The system whereby the field [REDACTED] sends to Headquarters via unaccompanied air mail an encrypted tape of an intelligence report which does not quite warrant electrical transmission is working satisfactorily. However, the volume (approximately 38 reports in six weeks) is, in my opinion, too small to enable any sweeping conclusions to be drawn as to its ultimate value, particularly if one considers the improved means of electrical transmission being studied by the Office of Communications. Considering that such reports would otherwise have come by dispatch, a truly significant saving in time has been achieved and conceivably similar saving in time could be achieved by extending the practice to other stations. This is a matter being considered by the committee established for this purpose. If and when this method is expanded to account for any considerable volume, it is intended, I believe, that responsibility for processing such tapes be placed outside the Cable Secretariat. If such should prove not to be the case, then a much more critical study will have to be made to measure the impact upon the Cable Secretariat and means found to handle the extra work.

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Cable Secretary